



Amesbury Council on Aging

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Section 1

Eligibility Requirements for Veteran Real Estate Tax Credit

- A. Must be a veteran with a valid DD214 with honorable discharge*
- B. Must be the homeowner: If the property is subject to a trust, the Veteran must have legal title.
- C. Property for which the credit will be used must be primary residence.
- D. Only one application per household will be accepted.
- E. Must present a copy of most recent property tax bill.
- F. Approved Representative Mass General Law Chapter 59 5N "allowing an approved representative for persons physically unable to provide such services to the city or town". Approved representative is defined as a spouse living in the household or child living in the household. This representative must be approved by both the VSO and COA Director.

Section 2

The Amesbury Council on Aging administers the Veterans tax work off program and is responsible for ensuring it is done in compliance with mass general law chapter 59 5N. The Amesbury Veterans Service Officer is responsible for ensuring the veteran meets the requirement of listed in Section 1 A

Section 3

1. If selected as a participant in the Real Estate Tax Credit for Veterans, you will be responsible for apprising the Council on Aging, in writing, of any changes that affect your eligibility.
2. Placement is determined by matching skills with the available City Dept requests. There is a two week probation period. If you decline selected job placement match you name will be put back into the pool of available job opportunities at such time, should there be any openings remaining. You will then be wait listed.
3. The positions can earn up to \$1,000 off your property tax bill. The 111.11 hours of service must be completed between April 2015 and the last week of October 31, 2015.
4. You are required to take the states on line ethics course prior to starting any job assignment, certificate of completion must be given to the COA director :
<http://www.muniprog.eth.state.ma.us/>

5. Some assignments may not require 111.11 hrs to finish. In that case re-assignment to another department may be necessary to complete your 111.11 hours.
6. All applicants will be required to undergo a CORI (Criminal Offender Record Information) check per requirement of the Executive Office of Elder Affairs.
7. Participants will be considered city employees and will be required to abide by city policies specifically relative to conduct in the work place
8. **POLICY of ABSENTEEISM:** If, for any reason you are absent, you should notify your supervisor in a timely fashion. If you are out for three consecutive absences from your assignment, without contacting the supervisor of your assignment, you will be contacted by the director of the program and possibly terminated from the program roster in order to offer the opportunity to another applicant.
9. It may be necessary in the future, for the City of Amesbury/ Council on Aging, to update the program and add additional guidelines.
10. Your January 2016 tax bill is reflective of the earned property tax credit.
11. A Federal Form W-9 will need to be completed for tax purposes.

3/2015